

Subject: Update regarding your application for Human Resources Specialist

Dear [Candidate Name],

Thank you for taking the time to meet with us to discuss the Human Resources Specialist position. It was a pleasure learning more about your background in recruitment and employee relations.

After careful consideration and review of all candidates, we have decided to move forward with other applicants who more closely match our current requirements for this role. Consequently, we will not be inviting you to the second round of interviews.

We appreciate your interest in [Company Name] and the effort you put into your application. We will keep your resume on file for future openings that may align with your skills.

We wish you the best of luck in your current job search.

Best regards,

[Your Name]

[Your Title]

[Company Name]